







Count Quota Correction - Report Instructions





Use this report to display a list of quota corrections for one or more PerNrs.

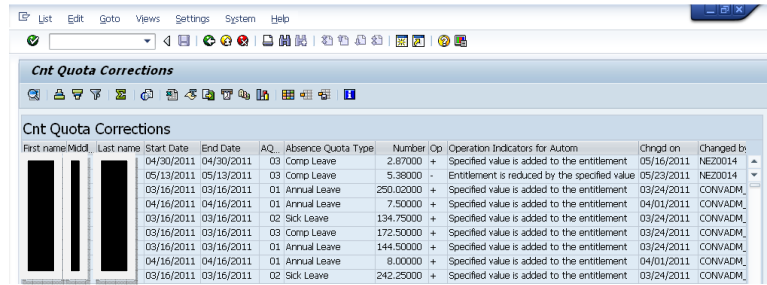
1. From the main screen, type transaction code: **ZTMQ0001**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Period* – Choose a period.
NOTE: You may display one or more employees by PerNr or by Org Structure.
4. *Personnel Number* – Type a PerNr.
5. NOTE: Click the Multiple Selections button  to enter more than one PerNr.

OR

click the **Org Structure** button  **OrgStructure**. Drill down to the select the org unit, then click the **Continue** button .

6. Click the **Execute** button  or press **F8** to execute.

7. The report displays.
8. The OP column displays whether or not the quota was added or deducted from the balance:
 - + Add
 - Deduct
9. Click the **Print** button  or press **Ctrl+P** to print.



First name/Midd.	Last name	Start Date	End Date	AQ	Absence Quota Type	Number	Op	Operation Indicators for Autom.	Chngd on	Changed by
		04/30/2011	04/30/2011	03	Comp Leave	2.87000	+	Specified value is added to the entitlement	05/16/2011	NEZ0014
		05/13/2011	05/13/2011	03	Comp Leave	5.38000	-	Entitlement is reduced by the specified value	05/23/2011	NEZ0014
		03/16/2011	03/16/2011	01	Annual Leave	250.02000	+	Specified value is added to the entitlement	03/24/2011	CONVADM
		04/16/2011	04/16/2011	01	Annual Leave	7.50000	+	Specified value is added to the entitlement	04/01/2011	CONVADM
		03/16/2011	03/16/2011	02	Sick Leave	134.75000	+	Specified value is added to the entitlement	03/24/2011	CONVADM
		03/16/2011	03/16/2011	03	Comp Leave	172.50000	+	Specified value is added to the entitlement	03/24/2011	CONVADM
		03/16/2011	03/16/2011	01	Annual Leave	144.50000	+	Specified value is added to the entitlement	03/24/2011	CONVADM
		04/16/2011	04/16/2011	01	Annual Leave	8.00000	+	Specified value is added to the entitlement	04/01/2011	CONVADM
		03/16/2011	03/16/2011	02	Sick Leave	242.25000	+	Specified value is added to the entitlement	03/24/2011	CONVADM